

COUNTY ADMINISTRATOR

Funding history at a glance:

<u>FY 2009 Actual</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Budgeted</u>	<u>FY 2013 Recommended</u>	<u>Increase (Decrease)</u>	<u>% Change</u>
\$349,057	\$339,734	\$ 279,772	\$307,871	\$307,098	(\$773)	(0.25)

Included:

1. Mandated 5% cost of living adjustment for full-time employees, effective 7/1/2012
2. Mandated increases in VRS, group life

Other:

1. Shifts 5% employee share of VRS to employees
2. Passes 100% of medical insurance increase to employees

FYI:

1. Budget includes 3 FTE's
2. Salaries and benefits account for 88% of total budget

3/27/2012 SOUTHRAMPTON COUNTY

FUND #100 * COUNTY ADMINISTRATOR *

- B U D G E T -

ACCOUNTING PERIOD 2012/02

PAGE 1

61067H

E X P E N S E

	Prior Years		Current Year		2012/2013 Budget Year			
	Expenditure 2008/2009	Expenditure 2009/2010	Expenditure 2010/2011	Adopted Budget	Actual Th 2012/02	Department Request	County Admin Recommends	Adopted Budget
* COUNTY ADMINISTRATOR *								
012110								
012110-1100	197,998	197,998	160,576	196,039	122,330	201,687	201,687	
SALARIES & WAGES REGULAR								
012110-1320								
ANNUAL LEAVE			3,575					
012110-1325								
SICK LEAVE	39,443	35,544			21			
012110-2100								
FICA	14,368	14,281	11,626	14,997	9,180	15,429	15,429	
012110-2210								
RETIREMENT	19,443	20,869	17,937	22,113	13,799	29,345	29,345	
012110-2215								
RETIREMENT - EMPLOYEE SHARE	9,900	9,800	7,951	9,802	6,117			
012110-2300								
HOSPITAL PLAN	23,482	25,943	25,840	31,140	14,354	21,924	21,924	
012110-2400								
GROUP INSURANCE	1,624	1,173	445	550	343	2,662	2,662	
012110-2600								
UNEMPLOYMENT INSURANCE	120	187	233		78			
012110-2700								
WORKER'S COMPENSATION	333	270	198		191			
012110-3182								
CONSULTING SERVICES			13,710		1,001			
012110-3310								
REPAIR & MAINTENANCE	1,541	888	554	2,500	69	2,080	2,080	
012110-3320								
MAINTENANCE SERVICE CONTRACTS	1,032	1,032	1,032	1,200	757	1,320	1,320	
012110-3600								
ADVERTISING	4,908	5,569	5,513	3,000	5,372	6,400	6,400	
012110-5210								
POSTAL SERVICES	892	893	3,003	800	700	824	824	
012110-5230								
TELECOMMUNICATIONS	3,937	3,828	3,619	4,000	2,274	4,067	4,067	
012110-5306								
SURETY BONDS & OTHER INSURANCE	150	150	150	150	150	150	150	
012110-5500								
TRAVEL CONVENTION, EDUCATION	2,490	1,441	1,776	2,900	1,235	1,000	1,000	
012110-5505								
MANAGEMENT CERTIFICATE PROGRAM	6,800							
012110-5810								
DOES & MEMBERSHIP	13,176	12,798	11,992	12,380	12,359	12,283	10,890	
012110-6001								
OFFICE SUPPLIES	3,831	3,788	7,543	4,200	5,575	6,000	6,000	
012110-6009								
VEHICLE SUPPLIES	1,612	1,496	1,631	1,700	934	2,500	2,500	
012110-6012								
BOOKS AND SUBSCRIPTIONS	1,977	1,686	968	1,300	703	1,300	900	
012110-8105								
MOTOR VEHICLE								
012110-8400								
FIXED ASSETS								
--TOTAL DEPARTMENT--	349,057	339,734	279,772	307,871	197,542	308,891	307,098	

TOTAL - * COUNTY ADMINISTRATOR *

TOTAL FOR FUND

FINAL TOTAL

2014

	Prior Years		Current Year		2012/2013 Budget Year	
	Expenditure 2008/2009	Expenditure 2009/2010	Expenditure 2010/2011	Adopted Budget 2011/12	Department Request	County Admin Recommends
* COUNTY ADMINISTRATOR *	197,998	197,998	160,576	196,039	201,687	201,687
012110 SALARIES & WAGES REGULAR					0	0
012110-1100 ANNUAL LEAVE			3,575		0	0
012110-1320 SICK LEAVE					0	0
012110-1700 COMPENSATION - COUNTY ATTORNEY	39,443	35,544	11,626	14,997	15,429	15,429
012110-2100 FICA	14,368	14,281	17,937	22,113	29,345	29,345
012110-2210 RETIREMENT	19,443	20,869	7,951	9,802	0	0
012110-2215 RETIREMENT - EMPLOYEE SHARE	9,900	9,900	7,951	9,802	0	0
012110-2300 HOSPITAL PLAN	23,482	25,943	25,840	31,140	25,200	25,200
012110-2400 GROUP INSURANCE	1,624	1,173	445	550	2662	2662
012110-2600 UNEMPLOYMENT INSURANCE	120	187	233	21	0	0
012110-2700 WORKER'S COMPENSATION	333	270	198	191	0	0
012110-3182 CONSULTING SERVICES	1,541	888	13,710	1,001	2,000	2,000
012110-3310 REPAIR & MAINTENANCE	1,032	1,032	554	69	2,000	2,000
012110-3320 MAINTENANCE SERVICE CONTRACTS	4,908	5,569	1,032	473	1320	1320
012110-3600 ADVERTISING	892	893	3,003	2,978	6400	6400
012110-5210 POSTAL SERVICES	3,937	3,828	3,619	100	824	824
012110-5230 TELECOMMUNICATIONS	150	150	150	1,627	3344	4067
012110-5306 SURETY BONDS & OTHER INSURANCE	2,490	1,441	150	150	150	150
012110-5500 TRAVEL CONVENTION, EDUCATION	6,800	1,441	1,776	2,000	2000	2000
012110-5505 MANAGEMENT CERTIFICATE PROGRAM	13,176	12,798	11,992	12,380	0	0
012110-5810 DUES & MEMBERSHIP	3,831	3,788	7,543	12,359	12283	12283
012110-6001 OFFICE SUPPLIES	1,612	1,496	1,631	4,799	6000	6000
012110-6002 VEHICLE SUPPLIES	1,977	1,686	1,631	740	2,500	2,500
012110-6012 BOOKS AND SUBSCRIPTIONS			868	1,300	1300	1300
012110-8105 MOTOR VEHICLE				198	0	0
012110-8400 FIXED ASSETS					0	0

Chamber of Commerce 4370
VACO 4117
VEPGA 207
VLGMA 436
Natl Assoc of Counties 400
VA Inst of Govt 1300
ICMA 1343

TOTAL - * COUNTY ADMINISTRATOR *	349,057	339,734	279,772	307,871	314,444	315,167
TOTAL FOR FUND	349,057	339,734	279,772	307,871		
FINAL TOTAL	349,057	339,734	279,772	307,871		

2 single plans / 1 family plan

Davenport - financial consultant
copier lease/maint
based on history & current year advert
cost
3% increase
NEC lease completed (-1400)
& TCI new contract (\$744)
& (4723) for new email box

NAME	POSITION	DATE HIRED	YEARS OF SERVICE ** as of 9/1/12	SALARY LOW 2012-	RANGE HIGH 2013	2011-2012 CURRENT SALARY	PROPOSED PAY PLAN 2012-2013
COUNTY ADMINISTRATOR'S OFFICE							
JOHNSON, MIKE	COUNTY ADMINISTRATOR	08/05/85	N/A			99,339	104,306
MENDENHALL, JON	ASST COUNTY ADMINISTRATOR	04/25/11	1	65,144	100,973	66,447	69,770
EDWARDS, CYNTHIA	ADMINISTRATIVE ASSISTANT II	09/01/11	1	25,780	39,959	26,296	27,611
							<u>201,687</u>

** To calculate years of service, employee must be employed prior to September of any year.

Dues and Membership
012110-5810

VLGMA DUES
\$2.50 per \$1000 of salary

Dues to be paid for:

County Administrator and
Assistant County Administrator

Lynette Lowe

From: Membership [membership@ICMA.org]
Sent: Monday, March 05, 2012 1:06 PM
To: llowe@co.southampton.state.va.us
Subject: Re: question about FY2013 dues rate (Thread:1727364)

Ms. Lowe

Greetings! ICMA is currently using the .008 x annual gross salary calculation for Full member dues. Please let me know if you have any additional questions.

Joyce Lee Brown
Member & Customer Support

On 3/5/2012 11:28 AM, Lynette Lowe wrote:

> I am working on the FY2013 budget for Southampton County and need to know
> what the annual dues rate will be. In FY2012 it was .008 of annual
> salary(including deferred compensation).
>
> Thank you for your assistance.
>
> Lynette C. Lowe
> Finance Director
> Southampton County
> 757-653-3006
>
>

D. Complete dues payment information

This application must be accompanied by dues payment in U.S. currency. ICMA dues are not deductible as a charitable contribution for federal income tax purposes, but may be deductible as a business expense. Your annual membership dues include annual subscriptions to the *ICMA Newsletter*, valued at \$215, and *Public Management* magazine, valued at \$46.

Formula for Dues Calculation

1. Annual salary (including deferred compensation)	\$ 65144.00 ^{Jon} 66,441 69,170
2. Annual dues* (line 1 × 0.008)	\$ 521.15 531.58 558.16
3. Voluntary contribution to ICMA Fund**	\$ 0
4. Total payment (line 2 + line 3)	\$ <u>521.15</u> 531.58 558.16

* Effective January 1, 2005, the salary cap for dues is set at \$175,000. If your total salary (including deferred compensation) has reached the cap, please supply your actual salary for ICMA's records, but use \$175,000 for the purpose of dues' calculation.

** The ICMA Fund for Professional Management was established in 1986 to promote and defend professional local government management. The Fund provides financial support for civic education initiatives and citizens' groups interested in adopting or retaining the council-manager form or professional local government management. Your contribution is essential to this mission.

Payment Information (check one)

- ☒ Enclosed is my check/money order, payable to ICMA in U.S. currency.
- ☐ Please charge my ☐ VISA ☐ MasterCard ☐ American Express

Account #	Exp. Date	Total Payment
Signature	Date	Print name exactly as it appears on card

E. Return completed application with dues payment to ICMA

ICMA Membership Payments
PO Box 79403
Baltimore, MD 21279-0403
or fax to 202-962-3565.

Applications for Full (voting) membership status are announced in the *ICMA Newsletter* as required by ICMA's Constitution. Current voting members have 60 days to file a written objection to an application for Full membership. Should an objection be raised, the candidate for membership will be notified and informed of the appeals process. If no objections are filed, the individual will be considered a Full member at the end of the 60-day period.

Only return pages 1-4 to ICMA.

membership @ icma.org

V# 9964
INV# JON - DUES FY12
12110-5810 membership/Jon

SOUTHAMPTON COUNTY		
INITIAL	FILL IN	DATE
	GOODS REQD./SERVICES RENDERED	
	EXTENSIONS ARE CHECKED	
MLA	APPROVED FOR PAYMENT	8/29/11
MLA	PAID DATE FOR	08-05-11
MEMBER #	DATE OF CHECK	DATE OF PAYMENT

RECEIVED JUL - 5 2011

Membership Renewal Invoice

SECOND NOTICE

Renew online at icma.org/membershiprenewal. It's quick and easy!

Membership renewal for dues year beginning July 1, 2011

Michael W. Johnson
County Administrator
County of Southampton
PO Box 400
Courtland, VA 23837-0400

Work: (757) 653-3015
Fax: (757) 653-0227
Email:
mikejohnson@co.southampton.state.va.us

Federal ID: 362167755
Member #: 257771
Invoice #: 257771
Category: FM
Functional Title: G002

If the above information is inaccurate, note changes or complete online update form at icma.org/memberupdates.

Membership may not be transferred from one person to another. Individuals wishing to join the organization must complete a new member application (available online at icma.org/join).

Fee/Formula Calculations

Membership dues for a Full member in direct service to a local government calculated at annual gross salary x 0.008.

1. Annual salary 104,306 \$ 97,341.99
2. Deferred compensation \$ 0
3. Total gross annual salary (Line 1 + Line 2) 104,306 \$ 97,341.99
4. Annual membership dues (Line 3 x 0.008) 834.45 \$ 794.71
5. Voluntary contribution to the ICMA Fund* \$ 0
6. Total Payment (Line 4 + Line 5) 834.45 \$ 794.71

If you are no longer employed by a local government your annual dues are \$200 per year.

* Remember to make a contribution to the ICMA Fund for Professional Management. Since 1985, the Fund has educated citizens about the role and value of professional local government management. Consider a \$100 contribution to ensure its resources are available in the future.

Payment Section

Enclosed is a check for \$ 779.13 for renewal of my ICMA membership.

Credit Card Number

Exp Date

Please charge \$ _____ to my
____ VISA ____ MasterCard ____ AMEX
for renewal of my ICMA membership.

Name of Card Holder

Signature

Date Signed

____ I am unable to pay in full at this time. I would like to pay in ____ (2, 3, or 4) installments by 6/30/2012.

Renew online with a credit card at icma.org/membershiprenewal or submit payment address above. If you have already renewed for the period July 1, 2011 - June 30, 2

PO

See the reverse side for further instructions and details.

7/1/2011-6/30/2012

97-291-0000-257771
0.008
779.13

RECEIVED FEB 16 2012



*Franklin-Southampton Area
Chamber of Commerce*

February 15, 2012

4-100-12110-5810
Dues & membership

Mr. Mike Johnson
Southampton County Administrator
P. O. Box 400
Courtland, VA 23837

Dear Mike:

The Franklin-Southampton Area Chamber of Commerce is most appreciative of the financial support that Southampton County continues to provide to this organization. Funding from the County enables the Chamber to support the business community as well as serve our residents. Through our many programs the Chamber works diligently to promote and enhance the economic vitality and quality of life in our community.

We respectfully request \$4,370.00 for FY-2012-13.

Again, I thank you for your past funding and ask that the Board of Supervisors continue their strong partnership with the Chamber. If I can provide any additional information, please contact me at 562-4900.

Sincerely,

Teresa

Teresa B. Beale, IOM
Executive Director

RECEIVED MAR 16 2012



VIRGINIA
INSTITUTE OF
GOVERNMENT

March 14, 2012

Mr. Michael W. Johnson
County Administrator
County of Southampton
PO Box 400
Courtland VA 23837-0400

RE: Virginia Institute of Government Membership FY 13

Dear Mr. Johnson: *Mike,*

I would like to take this opportunity to thank you for your membership with the Virginia Institute of Government in fiscal 2012, and to strongly encourage your continued support in fiscal 2013. Please know that our membership rates will remain unchanged for the 16th consecutive year.

We are acutely aware of the extraordinary and continuing budgetary challenges faced by all our members, and fully appreciate that serious consideration must be given to each and every expenditure, particularly third party contributions and memberships.

Institute membership provides, among other services, unlimited, inexpensive, and immediate research/information assistance, as well as multiple low-cost training opportunities throughout the year. Each contributes to maximizing productivity, a critical element when we are all being asked to do more, or at least the same, with less.

We ask two things: first, confirmation that your locality is receiving our inquiry emails and other announcements that keep you connected with the Institute and our services; and second, that your locality continue its support of the Institute and its important mission by renewing your membership.

Thank you for taking time to read this correspondence. If you have any questions or need any additional information, please contact us at any time. We look forward to serving you in fiscal 2013.

Very truly yours,

Tedd E. Povar
Associate Director

Hope all goes well!

Enclosure: Current membership list





Virginia Institute of Government Membership, FY2012

199 members

Other Entity 1 organization

Virginia Local Government Managers Association

Cities 26 localities

Bedford	Danville	Galax	Manassas Park	Radford
Buena Vista	Emporia	Harrisonburg	Martinsville	Staunton
Charlottesville	Fairfax	Hopewell	Newport News	Waynesboro
Chesapeake	Falls Church	Lexington	Petersburg	Williamsburg
Colonial Heights	Fredericksburg	Lynchburg	Portsmouth	Winchester
Covington				

Counties 66 localities

Accomack	Chesterfield	Greene	Montgomery	Rockbridge
Alleghany	Clarke	Greensville	Nelson	Rockingham
Amherst	Culpeper	Halifax	New Kent	Southampton
Arlington	Cumberland	Hanover	Northampton	Spotsylvania
Augusta	Dickenson	Henrico	Nottoway	Stafford
Bath	Dinwiddie	Henry	Orange	Surry
Bedford	Essex	Highland	Patrick	Sussex
Botetourt	Fairfax	Isle of Wight	Powhatan	Warren
Brunswick	Fauquier	James City	Prince Edward	Washington
Buckingham	Fluvanna	King and Queen	Prince George	Westmoreland
Campbell	Franklin	King George	Pulaski	Wise
Caroline	Gloucester	Loudoun	Rappahannock	Wythe
Carroll	Goochland	Mathews	Richmond	York
Charles City				

Towns 106 localities

Abingdon	Cheriton	Hallwood	Montross	Scottsburg
Accomack	Christiansburg	Hamilton	Mount Crawford	Smithfield
Alberta	Clarksville	Haysi	Mount Jackson	South Boston
Altavista	Clifton	Herndon	Nassawadox	South Hill
Amherst	Clinchco	Hillsboro	New Market	Stanardsville
Ashland	Clintwood	Hillsville	Newsoms	Stony Creek
Belle Haven	Clover	Iron Gate	Onley	Stuart
Big Stone Gap	Coeburn	Ivor	Orange	Tangier
Blacksburg	Colonial Beach	Jarratt	Painter	The Plains
Bloxom	Columbia	Keller	Parksley	Troutville
Bluefield	Craigsville	Kilmarnock	Pearisburg	Vienna
Boones Mill	Culpeper	Lawrenceville	Port Royal	Vinton
Bowling Green	Damascus	Lebanon	Pound	Virgilina
Boyce	Dayton	Leesburg	Pulaski	Wachapreague
Boykins	Dillwyn	Louisa	Purcellville	Warrenton
Branchville	Dumfries	Lovettsville	Remington	Warsaw
Broadway	Eastville	Marion	Richlands	Washington
Brookneal	Farmville	McKenney	Ridgeway	West Point
Burkeville	Fincastle	Melfa	Rocky Mount	Windsor
Cape Charles	Goshen	Middleburg	Round Hill	Woodstock
Capron	Halifax	Monterey	Saxis	Wytheville
Chase City				

as of January 26, 2012

Lynette Lowe

From: Vicky Steinruck [vsteinruck@vaco.org]
Sent: Monday, March 05, 2012 7:29 AM
To: 'Lynette Lowe'
Subject: RE: 2012-2013 VACO dues

Southampton's dues for 2012-13 should be \$4117 based on a \$0.22 rate.

-----Original Message-----

From: Lynette Lowe [mailto:llowe@co.southampton.state.va.us]
Sent: Saturday, March 03, 2012 11:33 AM
To: Vicky Steinruck
Subject: RE: 2012-2013 VACO dues

Hi Vicky,

I am working on budget figures for FY 2013.

Would you be able to provide me with the estimated annual dues for Southampton County for the fiscal year beginning July 1, 2012 and ending June 30, 2013.

Thank you for your assistance.

Lynette C. Lowe
Finance Director
Southampton County
757-653-3006

Lynette Lowe

From: Ilene Manster [imanster@naco.org]
Sent: Sunday, March 04, 2012 9:25 AM
To: llowe@co.southampton.state.va.us
Subject: Re: FY2013 dues estimate

Hello Lynnette,

The dues are frozen again for your county for 2013. I hope this helps.

-Ilene Manster

Sent from my Samsung Epic™ 4G Touch

FY2013
\$ 400
Dues - National
Association of
Counties

----- Original message -----

Subject: FW: FY2013 dues estimate
From: Lynette Lowe <llowe@co.southampton.state.va.us>
To: Ilene Manster <imanster@naco.org>
CC:

Hello Ilene!

I hope you are doing well this year.

I am preparing Southampton County's FY 2013 budget. Could you tell me the proposed membership dues for NACO?

Thank you,

Lynette C. Lowe
Finance Director
Southampton County
757-653-3006

Lynette Lowe

From: Joseph Lerch [jlerch@VML.ORG]
Sent: Tuesday, March 06, 2012 9:53 AM
To: Lynette Lowe
Subject: RE: FY2013 dues projection

Good Morning Lynette,

It should be the same as last year (or maybe slightly less if we have new members join).

Joe Lerch
Secretary/Treasurer
VEPGA
P.O. Box 3239
Glen Allen, VA 23058
804-523-8530

\$ 207⁰⁰



From: Lynette Lowe [mailto:llowe@co.southampton.state.va.us]
Sent: Saturday, March 03, 2012 11:13 AM
To: Joseph Lerch
Subject: RE: FY2013 dues projection

Hi Joe,

I am just checking to see if you know what the dues for Southampton County will be for FY2013?

Thank you,

Lynette C. Lowe
Finance Director
Southampton County
757-653-3006

Lynette Lowe

From: Tedd Povar [tep3e@virginia.edu]
Sent: Monday, March 05, 2012 8:57 AM
To: Lynette Lowe
Subject: Re: FY2013 dues estimate

Hi Lynette!

Both will remain the same for FY13..... \$1,000 for Institute membership, and \$360 (\$400 minus 10% Inst. member discount) for CSS subscription.

Tedd

Tedd E. Povar
Associate Director
Virginia Institute of Government
Phone: 804/371-0202
Email: tep3e@virginia.edu

UVA Institute of Government